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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
THROUGH: Deputy Director of Training
FROM : Registrar/TR

DATE: 24 July 1958

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SUBJECT: Weekly Activity Report No. 29
16 July - 22 July 1958

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DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1737

Date: 09 MAR 1978 By:

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. Back in March of this year we were informed by DTR that we should give priority to the accomplishment of these two objectives in 1958:

a. Complete inspection and review of all courses, both formal and on-the-job, that are conducted by components other than OTR.

b. Establish a mechanical system for recording training data.

After approximately seven months of the year have passed, this is where we stand:

Objective a:

We have fully inspected and reviewed 45 courses, conducted in 14 different Offices. Review is in process on 29 other courses. The total approvals have varied as changes to or from the list have been made. We started with 128, added 12, dropped 14, and now have 126. There are 66 courses on which we have taken no action yet. Now that serious effort is being made by to fill our vacant position in the Standards Branch I expect we will complete the survey by January 1959.

Objective b:

Work was discontinued in the Comptroller's Machine Records Division on our training cards to give precedence to the retroactive pay checks. Work is now resumed and card-punching is almost 100% complete. There's a great deal of checking and rechecking of individual records to take place, but the system should be "bug-free" by year's end.

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2. [] Deputy Comptroller, and []
[] Chief, Finance Division are scheduled to attend a one
week course beginning 25 August (Electronic Data Processing
Machines for Executives) at IBM, Endicott, New York.

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3. The Armed Forces Special Weapons Project, Department of Defense has allocated this Agency ten spaces in each of two presentations to be conducted in the Pentagon 28 - 29 August 1958, and 9 - 10 February 1959. These presentations will cover the latest developments in the nuclear weapons field. This Office has received requirements from OSI, ORR, TSS, OCI and ONE; it is evident that the demand will exceed the number of spaces allocated to us.

4. The Air Force has notified us that a new course is being established at Maxwell Air Force Base, Alabama, to replace the Weapons Orientation Course. The first of ten classes of the Air Warfare Systems Orientation Course will begin in October 1958. CIA has been given a quota of two spaces for the entire year. We have allocated the first space (for the October course) to OSI. They plan to send a responsible official to this course and then determine, based on his evaluation, what their future requirements might be. If their demand is great, we will at a later date request the Air Force for additional spaces.

5. At the meeting with Lt. Colonel William A. Bobo, ACSI, I released to him so much of the information on our Language Awards Program which DDTR considered of public domain. Colonel Bobo had already accumulated considerable information on the operation of similar awards programs of the British and Canadians, and some information on plans underfoot in other Government agencies. Of particular interest to us should be the revelation that a world-wide program of testing is planned by the Army during FY 1959 to determine the reading competence of military personnel in foreign languages. These plans also foresee testing in "understanding". Unlike our definition where "understanding" is considered an aspect of speaking, I gather that the Army concept treats of "understanding" more in the sense of area knowledge and understanding of the people who speak the foreign language. I have transmitted this information to C/LAS and []

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6. Two members of the Registrar Staff attended the 17 July OCI Current Affairs Briefing, the first of the briefings to be held in Room 152 (Auditorium), [redacted] Attendance on this occasion was abnormally inflated, no doubt, because of events in the Middle East. But, regardless of these circumstances, the space provided for the briefing was pathetically inadequate for the size group that appeared. In addition to maximum use of seating and standing space inside the room, some 12 to 20 interested listeners stood outside the doorway. Fire and safety regulations were fractured beyond recognition. It's a safe bet that had we publicized the briefing and extended a general invitation to all Agency personnel, as had been proposed, the situation would have been out of control completely.

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7. The awaited descriptions of FDD's newly activated Polish and Rumanian Reading courses arrived, accompanied by a request for OTR approval of the training. In line with our plan to ensure full and competent review of non-OTR internal language training, FDD's memorandum request and supporting documents were forwarded to [redacted] Deputy Chief, Language Training, LAS, for comment and coordination.

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8. I have had three interesting conferences this week with individuals whom we were considering for awards. Two of these [redacted], both of Security) had answered on our application form in a way that would deny them cash benefits. A bit of additional information makes it clear that [redacted] will be eligible in the future under limited circumstances; Pillar will remain ineligible for Czech yet eligible for all other Slavic languages. In the third case, I had authorized an award for [redacted] SE, based on the data signed by the applicant. Her Training Officer questioned the accuracy of the answers given by the applicant. After interview, I countermanded the award. All parties are satisfied.

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9. During the week 16 July - 22 July 1958, there were 518 persons enrolled in OTR conducted courses. The breakdown for enrollment is as follows:

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162 enrolled in 27 classes (9 languages) before hours
79 enrolled in 14 classes (7 languages) after hours
109 enrolled in 19 classes (11 languages) during hours
53* enrolled in 5 Operations School courses
105 enrolled in 6 Intelligence School courses
10 enrolled in 1 area course

* Does not include ten Reserve Officers attending the War Planning course.



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